



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

11-37	VACANCY ANNOUNCEMENT - DHAHRAN	04/09/2011
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OPEN TO	ALL INTERESTED US CITIZENS ONLY
POSITION	ADMINISTRATIVE ASSISTANT FOR COMMUNITY OUTREACH, FSN-07, POSITION # 100080
OPENING DATE	SATURDAY, APRIL 09, 2011
CLOSING DATE	SATURDAY, APRIL 23, 2011
WORK HOURS	PART-TIME; SATURDAY TO WEDNESDAY (30 HOURS/WEEK)
LENGTH OF HIRE	TEMPORARY FOR SIX MONTHS
SALARY	<p>*ORDINARILY RESIDENT: POSITION GRADE: FSN-07, SR. 67,030 FULL PERFORMANCE LEVEL (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES)</p> <p>*NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-07 US\$ 39,994</p> <p>--GRADE DETERMINATION WILL BE APPROVED BY WASHINGTON.</p> <p>--U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.</p>

The U.S. Mission in Saudi Arabia is seeking an individual for the position of **Administrative Assistant for Community Outreach** in the Management Section in Dhahran.

BASIC FUNCTION OF POSITION

Under the supervision of the Management Officer, the incumbent serves to maintain and improve Consulate morale and quality of life: welcomes newcomers to post by providing information before their arrival, provides hospitality kits and post information upon arrival, coordinates post orientation program, organizes and conduct social and recreational programs for employees, establishes and maintains personal contacts within the USG mission, including heads of agencies, medical staff, administrative staff and recreational associations. The incumbent will

attend meetings and contribute to various boards and committees within the USG mission, maintains contact with outside community and provide information on activities, facilities and resources available to the Consulate Community. She/he will obtain and provide information on schools to the Office of Overseas Schools and draft responses for various FLO reports. The incumbent will publish monthly newsletter and maintain CLO lending and resources library.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of Secondary School (Twelve years of school).
- 2. Experience:** Two to three years of experience in a related field.
- 3. Requirements:** Level IV (Fluency) Speaking/Reading/Writing in English.
- 4. Knowledge/Other criteria:** Residence in Saudi Arabia for at least six months and have sound knowledge of its culture. Familiarity with the functions and operations of a Foreign Service Post.
- 5. Other Skills:** Level 2 Typing. Ability to compose and edit reports/cables/correspondence/etc. using Microsoft Office software. Management and leadership skills required to plan and organize events. Highly developed interpersonal skills and ability to prioritize work. **Must be able to obtain and hold a secret security clearance.**

SELECTION PROCESS

When equally qualified, US citizen Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Candidates must be able to obtain and hold a **SECRET** security clearance to be eligible for consideration.
3. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
6. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment **DS-174**;

2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form **DD-214** with their application.
4. A clear copy of valid Saudi residence/work permit.
5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

In person: Front Gate, US Consulate General Dhahran

By mail: Human Resources Office, P. O. Box 38955, Dhahran (Doha) 31952

By e-mail: DhahranHR@state.gov

FAX: 03-3302123

POINT OF CONTACT

Human Resources Office

Telephone: 03-3303200 ext 3086

DEFINITIONS*

1. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. AEFM (Appointment Eligible Family Member): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil; Foreign, or uniform services.

6. Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE: CLOSE OF BUSINESS SATURDAY, APRIL 23, 2011

PLEASE NOTE THAT SHORT LISTING AND INTERVIEWS ARE NORMALLY COMPLETED WITHIN FOUR WEEKS OF THE CLOSING DATE. PLEASE ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL IF YOU HAVE NOT HEARD FROM US WITHIN FOUR WEEKS OF THE CLOSING DATE.

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.